

---

|                          |                               |
|--------------------------|-------------------------------|
| <b>Title of Position</b> | Conference Services Assistant |
| <b>Department</b>        | College Services              |

## **Primary Job Duties**

### **Inventory No. / Job Task Details**

- 2.10 Assist with the basic setup and teardown of college events/activities
- 2.03 Assist with developing print content such as posters, brochures and other marketing related materials
- 1.02 Provide general reception/help desk assistance (answer phones, respond to emails, greet visitors)
- 1.07 Operate office equipment such as photocopier, printer and fax machine
- 1.06 Assist with scheduling of meetings, special events and general office activities
- 1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources
- 3.03 Assist with preparation and organization of room supplies and materials
- 1.09 Assist with inventory tracking and monitoring (ie. equipment and supplies)
- 10.03 Greet and usher spectators to appropriate seating at college events
- Other duties as required

## **Qualifications**

- Current student of Fleming College
- Enrolled in a related program of study
- Good verbal and written communication skills
- Good human relations and interpersonal skills
- Knowledge of general office procedures
- Prior experience in a customer service environment
- Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
- Good organizational skills
- Ability to work with and maintain confidential records
- Good organizational skills, with the ability to multi-task
- Ability to use common office equipment such as photocopies, fax machines, etc.
- Ability to follow verbal and written instructions, seeking advice from manager/leader as required
- Demonstrated attention to detail